



ROLE DESCRIPTION

- Title: Adult Carers Counsellor
- Accountable to: Counselling Co-ordinator/Adult Carer Services Manager
- Location: Counselling venue in Telscombe Civic Centre
- Role Purpose: To deliver an easily accessible counselling service and provide the highest clinical standard of counselling and psychotherapy provision to adult carers
- Functional
- Relationships with: Adult Carers Counselling Administrator
- Responsible for: No line management responsibility.

Key Responsibilities:

Service delivery

1. Provide, in conjunction with the Counselling Coordinator and Administrator, an appropriate environment for counselling to take place.
2. Provide a high quality, accessible, professional counselling and psychotherapy service to adult carers in the community setting.
3. Provide accessible appointments, flexible to the needs of unpaid carers.

4. To carry out clinical and risk assessments, and establish appropriate referral pathways with other agencies where appropriate.
5. Liaise on a regular basis with the Counselling Coordinator to discuss any issues of clinical or service excellence or concern.
6. Work in partnership with the Counselling Coordinator and designated Safeguarding Officers on all issues of safeguarding in accordance with Care for the Carers safeguarding policies and procedures.
7. Complete written client notes and adhere to Care for the Carers policy on record keeping.
8. Complete administrative work associated with the requirements of Care for the Carers, specifically the completion of CORE-10 pre and post therapy evaluation forms and case studies in a timely manner.

Clinical work

1. Complete CORE-10 forms with clients at the first and last session.
2. Provide individual counselling and psychotherapy appointments appropriate to unpaid carers.
3. Keep suitable counselling case records according to British Association of Counselling and Psychotherapy (BACP) policy, legal and other requirements, ensuring that all counselling records and files are maintained and held securely and confidentially.
4. Work at all times within the ethics and guidelines of the BACP, and guidelines for Safeguarding Vulnerable Adults.
5. Work at all times within Care for the Carers Policies and Procedures, in particular in relation to Confidentiality and Safeguarding.
6. Arrange, regularly attend and self-fund own clinical supervision in accordance with BACP requirements, not less than an overall minimum of 1.5 hours per month.
7. To take part in and encourage adult carers participation in feedback on the service.
8. To provide case studies as agreed with the Counselling Coordinator.

9. Ensure that any holidays are not excessive and are notified as far in advance as possible.
10. Ensure that endings are managed in an ethical manner central to the needs of the adult carers, and suitable pathways are in place for ongoing referral.
11. Take part in regular, ongoing professional development.

General

1. Actively participate in own line management meetings and training.
2. Support, promote and work in accordance with Care for the Carers values, policies, aims and objectives at all times, acting at all times in a way that will ensure the reputation of the organisation is maintained.
3. Carry out all the above with an understanding of and commitment to Equality and Diversity and Safeguarding Vulnerable Adults.
4. Carry out any other duties commensurate with the role.

August 2023

Please note this Role Description is intended to outline the main duties of the role and may change as the post and organisation develops.